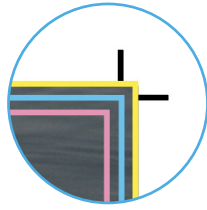# Bleed & Safety Lines

Helpful Resources

Index

What Is Bleed?

It looks like you didn't add bleed to your document! We need 1/8" bleed on your files to make sure your artwork runs to the edge of a page so you don't have any unsightly white borders after trimming.

On a press, the artwork is printed on a large sheet of paper and then trimmed down to size. If you do not allow for a 1/8" bleed, any misalignment while cutting will result with the artwork not running to the edge of the paper. Bleeds ensure you get the results you need. More on bleed.
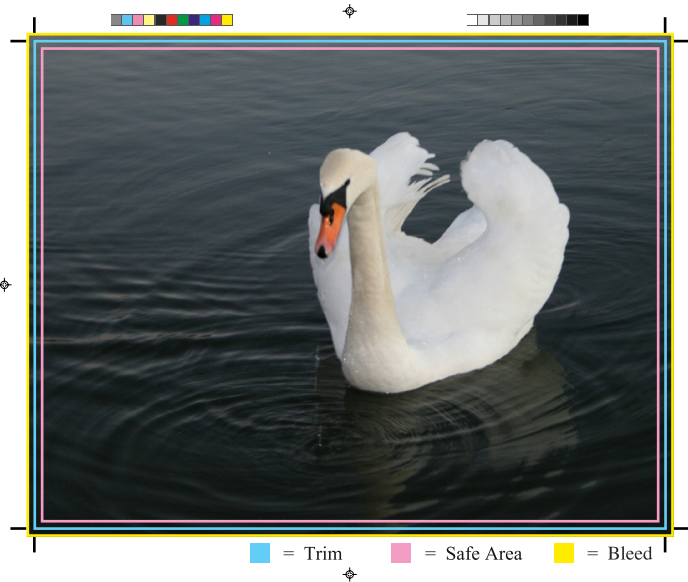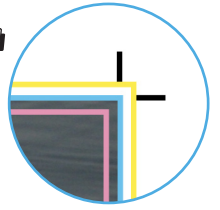
CORRECT

Background image extends to the bleed line and there is no text outside the safety line. Correct file formatting results in clean and presentable products.

= Trim   = Safe Area   = Bleed

INCORRECT

Background image does not extend to the bleed line. Product falls before the safety line and resulting file will have an unwanted white border around it.

= Trim   = Safe Area   = Bleed

When designing your document, **make sure to have your background extend an extra 1/8 (.125) inch outside the trim area <u>on all sides</u>**. Below are examples of what your document size should be, and the size it should be with the bleed.

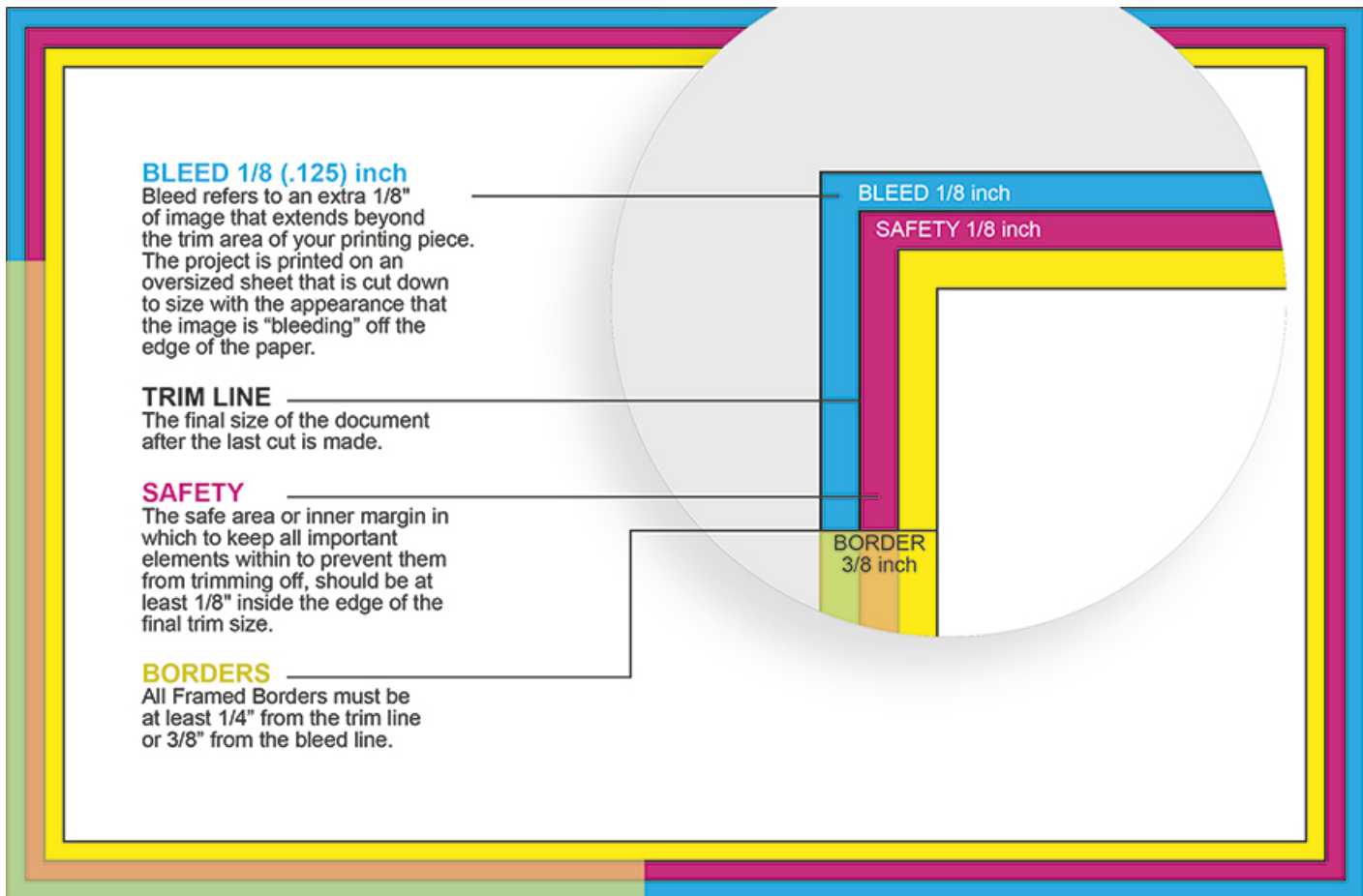| Common Finished Product Sizes	Size with Bleed
8.5" x 11"	8.75" x 11.25"
5.5" x 8.5"	5.75" x 8.75"
4.25" x 11"	4.5" x 11.25"
6" x 9"	6.25" x 9.25"
8" x 8"	8.25" x 8.25"
6" x 6"	6.25" x 6.25"

The Safe Area is 1/8 inch within the trim area, shown by the pink box in the correct image above. **Be sure to keep all text and important information within the safe area.**

What is Bleed? Cont'd

Trim Line: The final size of the document after the last cut is made
- **Safety:** The safe area or inner margin in which to keep all important elements (such as logos and page numbers) within to prevent
- them from being trimmed off. This margin should be at least 1/8" inside the edge of the trim line.
  Borders: All Framed Borders must be at least ¼" from the trim line or 3/8" from the bleed line.
-

InDesign: InDesign is best suited for print. You can up set both bleed and margins in the "Document Setup" box when creating a new document. Simply bring your bleeds and margins up to 0.125 inches for top, bottom, inside, and outside. Your document will have visible lines for you upon creation.

Illustrator: In the initial "Document Setup" window, set your bleeds to 0.125 inches for both top, bottom, inside, and outside. You cannot set up margins in Illustrator, so you will have to use guides once your document is open.

Photoshop: This one is a little more tricky. You will have to add ¼ inch (.25) to your final document size in order for your photoshop document to account for bleed. For example, if your document is 8.5" x 11" then you will need to set the document up in Photoshop to be 8.75" x 11.25". The edge of your page will be where you need to extend all bleeding images and graphics to. You can use the rulers to create guides for your trim and safety margins.

Publisher: Publisher is pretty similar to Photoshop when it comes to bleeds. To set your document up to bleed, simply add .25" to your document size in the Page Setup window.

Word: Unfortunately, you cannot set up a full bleeding document in Word.

If you're wanting to double check to see if your bleed is set up correctly, utilize our free downloadable templates to compare your files to.
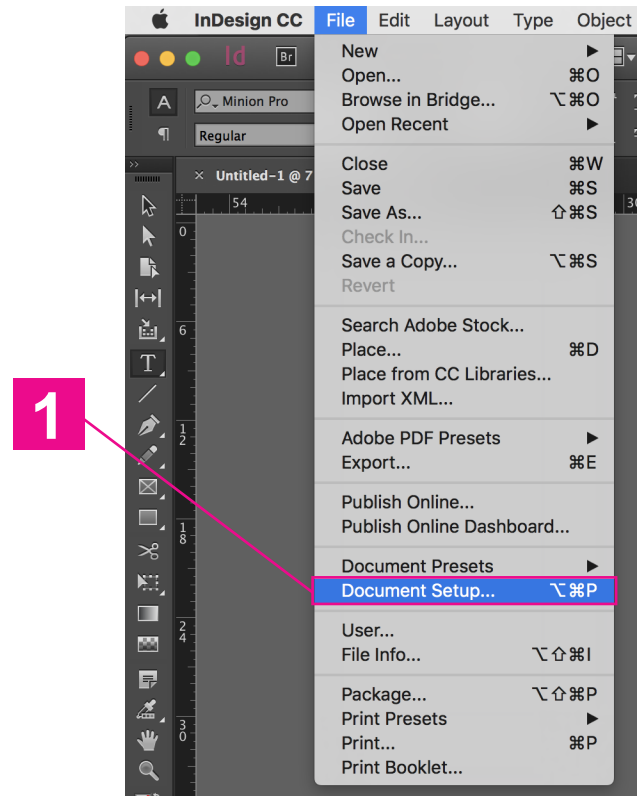
Adobe® InDesign
Adding Bleed

PrintingcenterUSA.com ©
Fast, Easy & Affordable

1 **Open Document Settings**
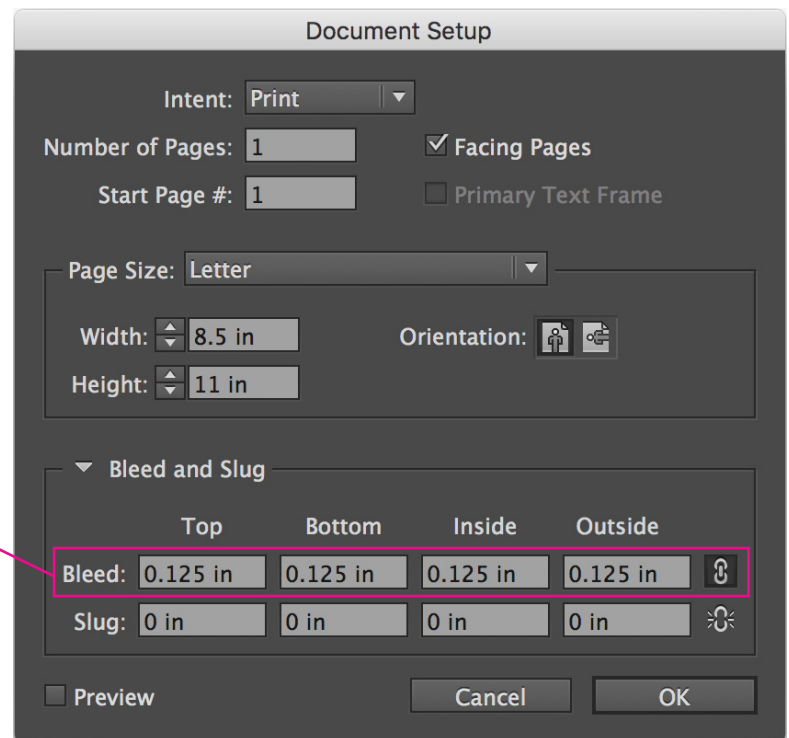*From top menu bar:*
- *Click: File > Document Setup*

2 **Add Bleed**
Under "Bleed and Slug":
- *Change Bleed on all sides to 0.125:*
    - *Top = 0.125 in*
    - *Bottom = 0.125 in*
    - *Inside = 0.125 in*
    - *Outside = 0.125 in*
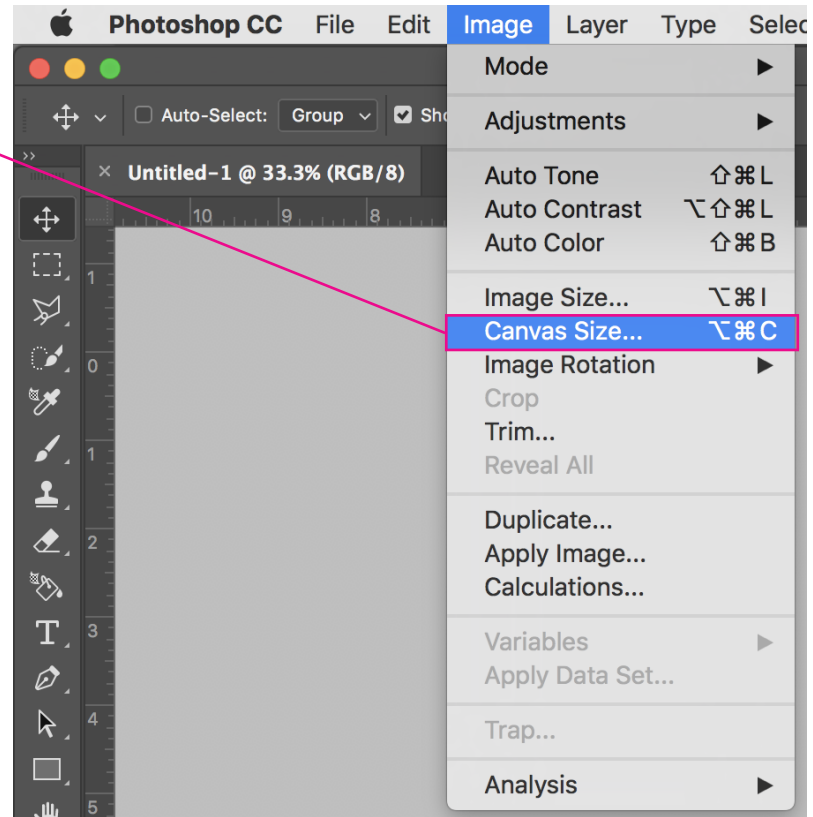
Need More Help? Click here!

Adobe® Photoshop
Adding Bleed

1 Open Canvas Size
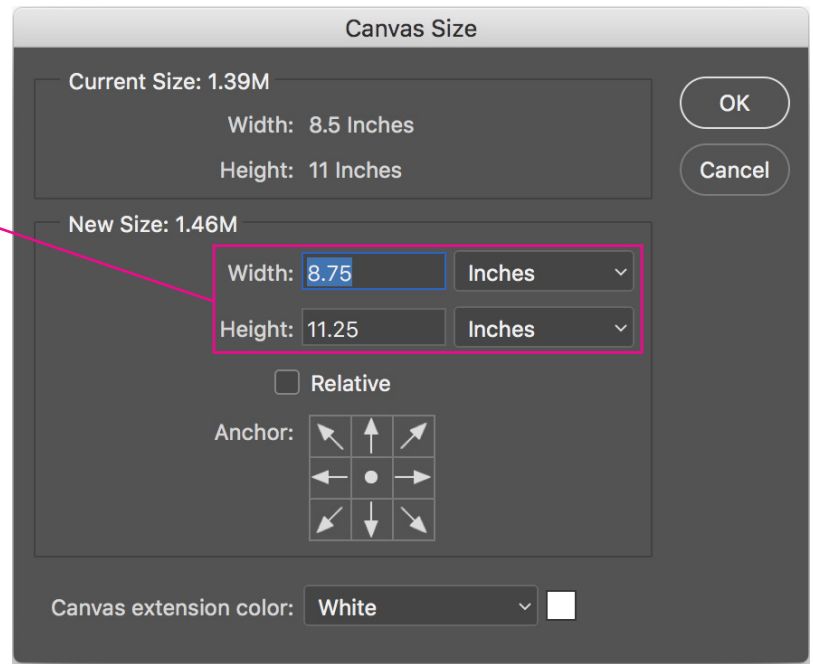*From top menu bar:*
   • *Click: Image > Canvas Size*

2 Add Bleed
Under New Size:
   • *Change: Width to be 0.25" larger*
   • *Change: Height to be 0.25" larger*

For example:
If the finished product is 8.5 x 11" then:
   • *Width = 8.75"*
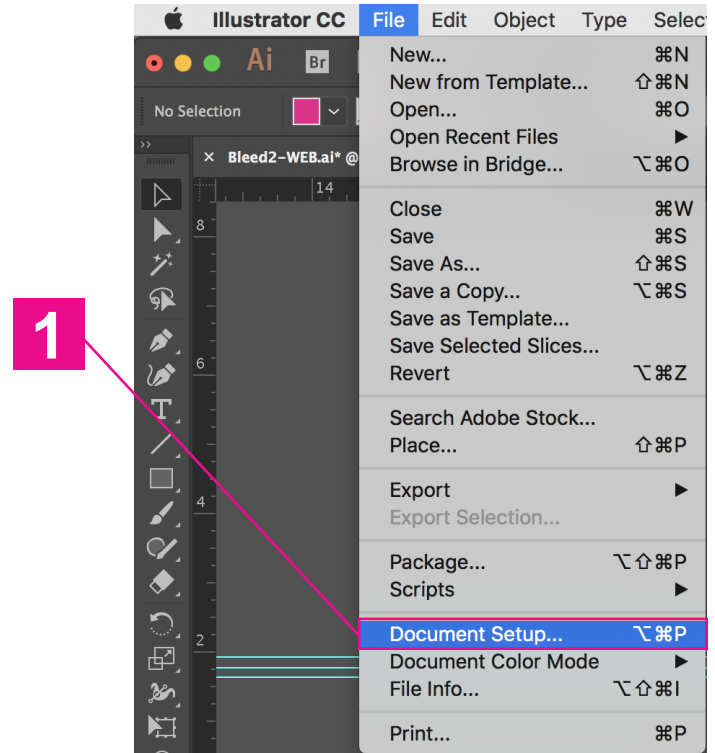   • *Height = 11.25"*

Need More Help? Click here!

Adobe® Illustrator
Adding Bleed

1 **Open Document Settings**

From top menu bar:
- *Click: File > Document Setup*
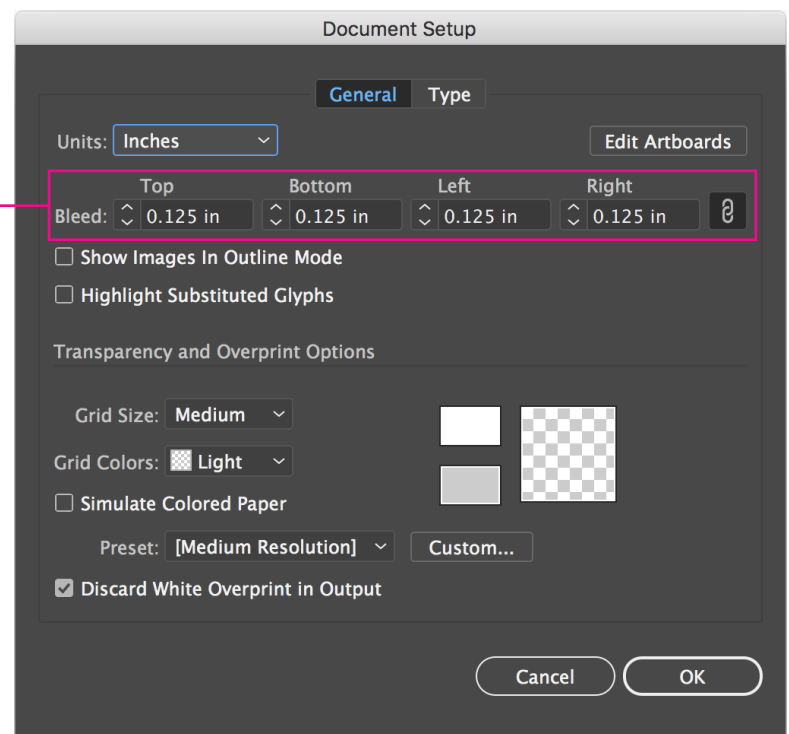
2 **Add Bleed**

In the "Bleed" section:
- *Change Bleed on all sides to 0.125:*
  - *Top = 0.125 in*
  - *Bottom = 0.125 in*
  - *Left = 0.125 in*
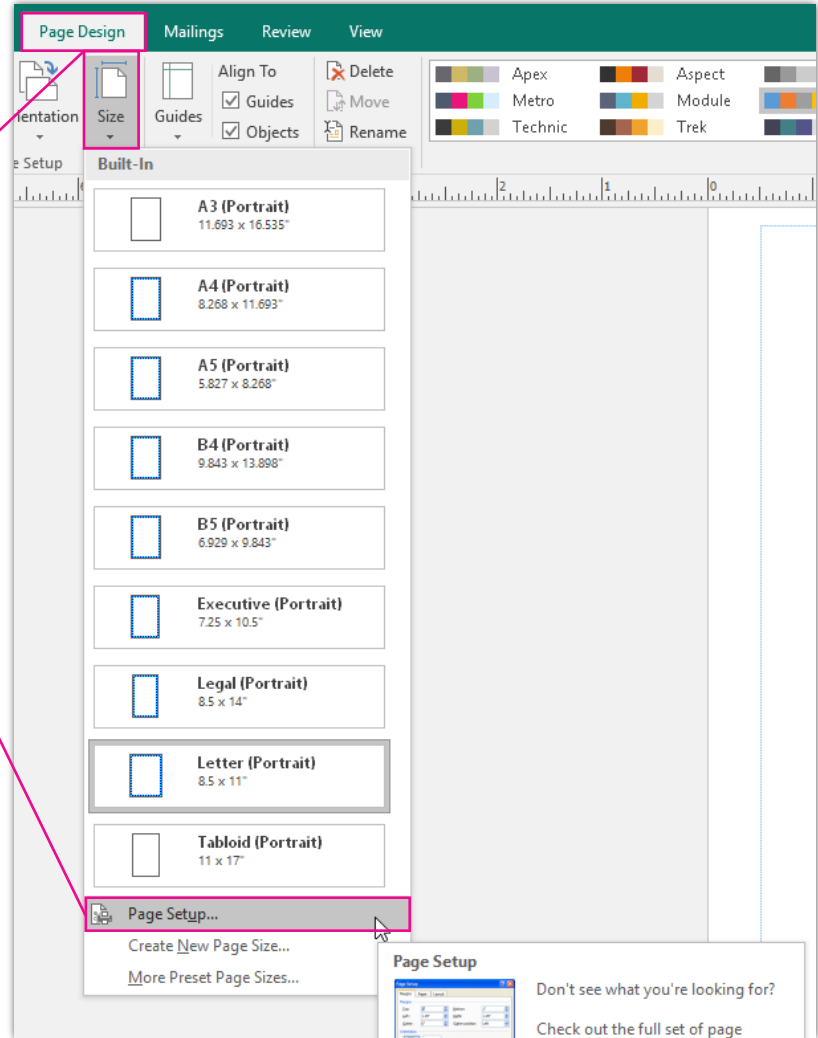 - *Right = 0.125 in*

Need More Help? Click here!

7

Microsoft® Publisher
Adding Bleed

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1 **Open Page Setup**
From top menu bar (see right):
- *Click: Page Design > Size > Page Setup*

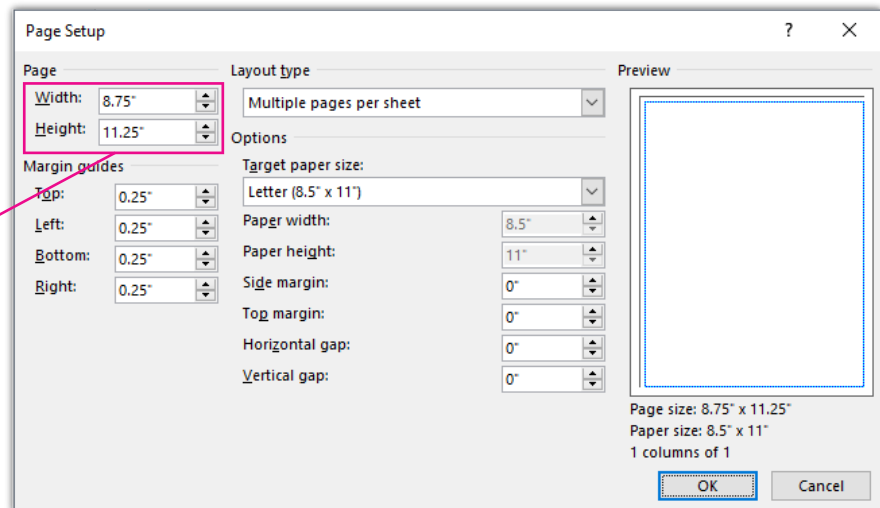**2** **Add Bleed**
Under Page (see diagram below):
- *Change: Width to be 0.25" larger*
- *Change: Height to be 0.25" larger*

For example:
If the finished product is 8.5 x 11" then:
- *Width = 8.75"*
- *Height = 11.25"*
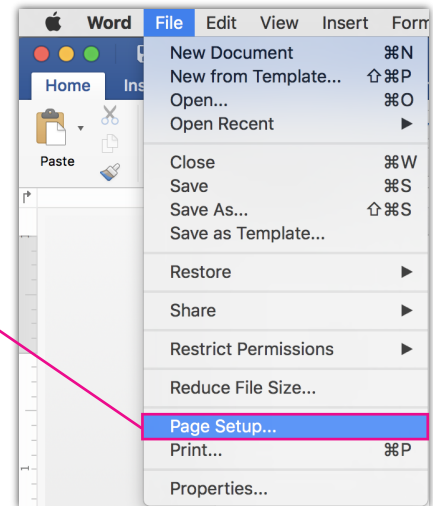
Need More Help? Click here!

Microsoft® Word
Adding Bleed

1 **Open Page Setup**
From top menu bar:
  • *Click: File > Page Setup*

1

2 **Add Bleed**
2a *Choose: Manage Custom Sizes in Paper Size dropdown box*

2a

2b *Choose: +*
  • *Double click "Untitled" and type a descriptive name, such as "Add Bleed" so you have it for next time*
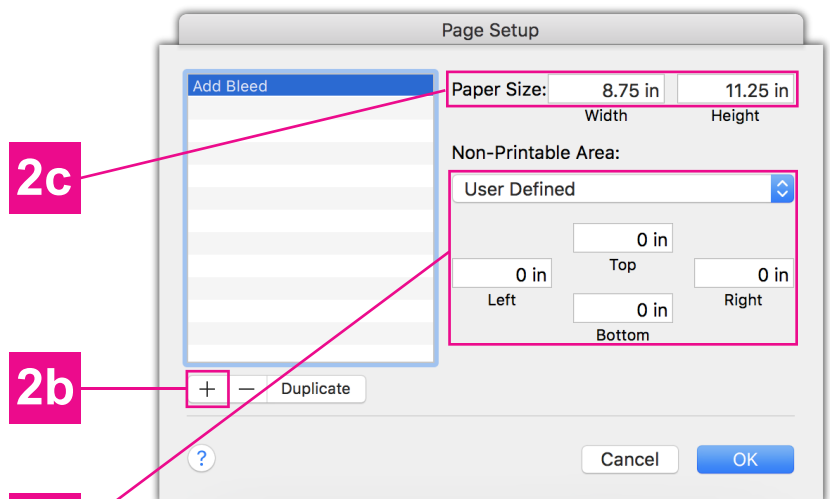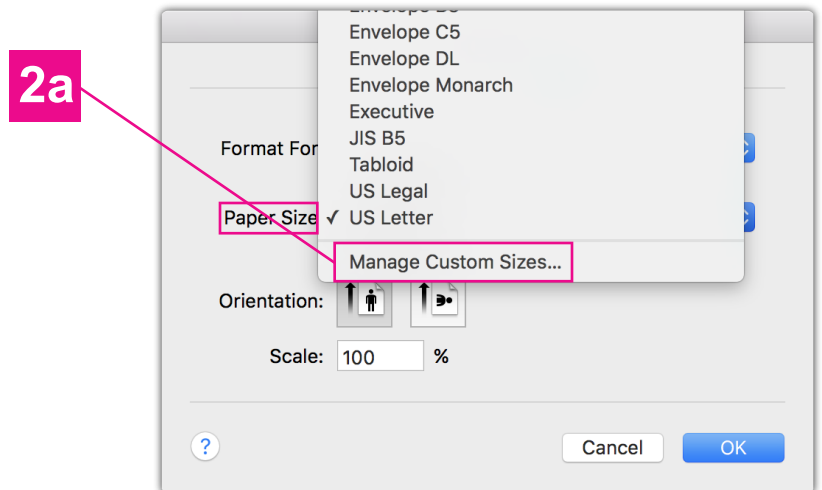
2c *Adjust Paper Size*
  • *Change: Width to be 0.25" larger*
  • *Change: Height to be 0.25" larger*

  • ***For example: 8.5" x 11" product***
        • Width = 8.75"
        • Height = 11.25"

2d *Choose User Defined under Non-Printable Area*
  • *Enter "0" for all margin values*

2c

2b

2d

Canva®
Size, Bleed & Files

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See below for the steps on choosing your product size, adding bleed and saving a print-ready PDF in Canva. For a more detailed explanation, watch the short video here!
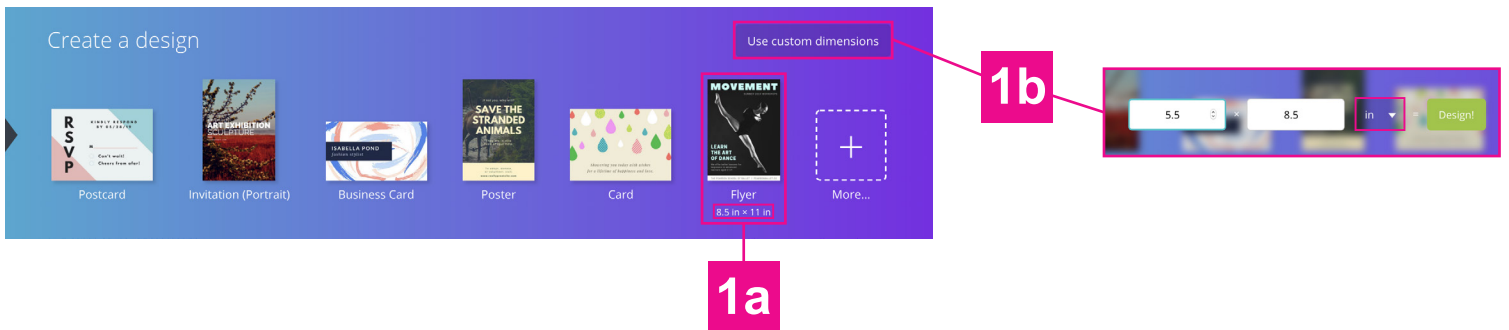
1 **Choosing Your Product & Size**
 1a *Option 1: Choose a product from the list*
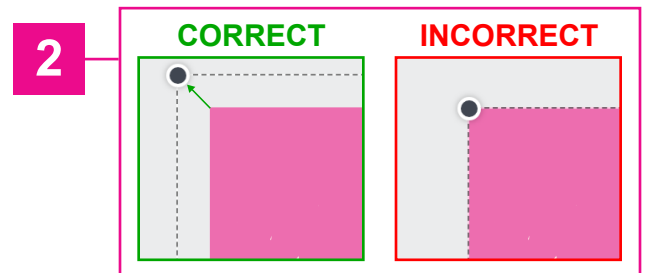   **Mouse over each product to see the final print size.*

 1b *Option 2: Use custom dimensions*
   *Enter your final print size - make sure the unit is set to inches (in).

2 **Adding Bleed to Your Design**
 • *In your design, extend your background images and colors slightly past the canvas <u>ON ALL SIDES</u>. For more details on adding bleed, click here to watch the video.*
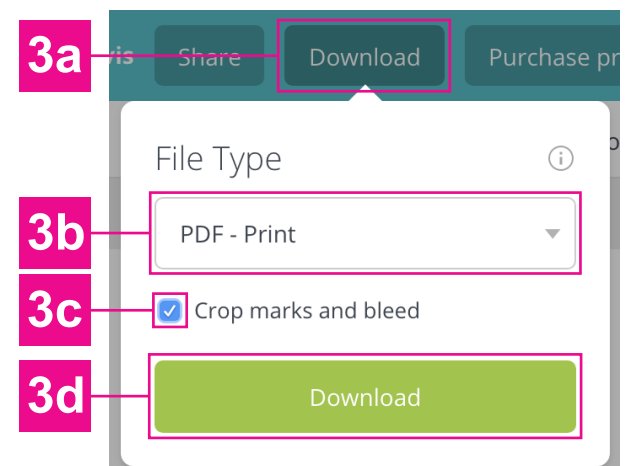

CORRECT INCORRECT

3 **Saving Your Print-Ready PDF**
 3a *When finished with your design, click: Download on the top navigation bar.*
 3b *Under File Type, choose: PDF - Print*
 3c *Check: Crop marks and bleed checkbox*
 3d *Click: Download*

File Type
PDF - Print
☑ Crop marks and bleed
Download

For a more detailed explanation, watch the short video here!   **10**

Other Helpful Resources
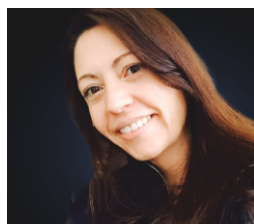
Check Your Documents Using Our Blank Templates

Click the links below to view and/or download templates to compare your document to ..
Please ensure to remove the template when done and crop the size to the bleed size..

Booklets

Brochures

Business Cards

Calendars

Catalogs

Door Hangers

DVD Covers

Envelopes

Flyers

Greeting Cards

Letterhead

Magazines

Newsletters

Note Cards

Postcards

Posters

Programs

Professional Design Help

Do you still need help with your files or are you crunched for time? Contact one of the professional graphic designers on the right to ensure you have the correct file requirements!

Addie Evans
Phone: 800-619-4194
Email: addie@my2centsdesign.com
Website: www.my2centsdesign.com
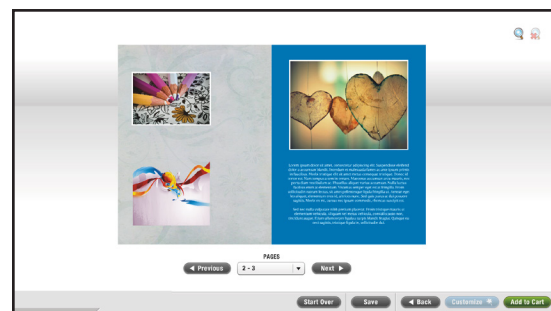
Margaret Dominy
Phone: 406-476-3440
Email: margaret@printingcenterusa.com
Website: www.dezined2print.com

Using Our Online Design Tool

By using our online design tool to create your project, you can ensure that your files have the correct bleed, image resolution, document size and other file requirements.

Just select your product, upload your photos, drag and drop them into place, add your text and our tool will do the rest! Try out our online design tool today and make your printed product pop!

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